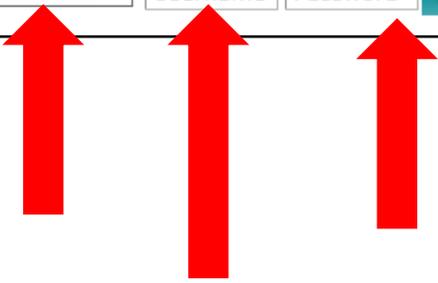


# PAYING CONTRACTOR REGISTRATION FEES

## STEP 1: SIGN IN

Access [eTRAKiT](https://develop.cityofwestminster.us/etrakit/) at <https://develop.cityofwestminster.us/etrakit/>. At the top of the screen find the drop down box and choose Professional. Sign in with your contractor registration number and password.

Home | Setup an Account | Log In | Professional ▾ | Username | Password | LOGIN |  Remember Me | [Forgot Password](#)



In the Password text box field enter your password.

In the Username text box field enter your eTRAKiT username. This number is referred to as your contractor registration number.

## STEP 2: DASHBOARD

HOME | DASHBOARD | VIEW

My Dashboard

Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map

Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees
- ▶ View on Map

**Professional**

- ▶ Search Contractors
- ▶ Pay Fees

*Below is*

 **My Open Permit**

Applications In Progress

Continue
Continue
Continue

Once you are logged into the system you will see your dashboard. From the dashboard you can search your contractor number under Professional > Search Contractors.



### STEP 3: SEARCH CONTRACTOR

In the Search By drop down choose “AEC Contractor Registration Number”, choose “Contains” from the second dropdown, and type in your AEC contractor registration number in the search field. Click Search.

**Search Contractors**

Search By:     [Click here for search examples](#)



Input your contractor registration number.

In the Search Results window, click your AEC Contractor Registration hyperlink.

**Contractors**

 **Search Results**

AEC Contractor Reg	Company Name	Address	Phone Number	Email Address
<a href="#">1234567</a>	Katie Test Electrical	123 Main St		



## STEP 4: ADD FEES TO CART

Your contractor registration license will open. Click Add to Cart or click on the Fees tab.

*License* # 1234567

 Attachment  Add To Cart 

AEC Info Lic Types Contacts Fees \$110.00 

Registration #: 1700043  
Issue: 1/21/2020  
Expire: 1/31/2020  
Type: GENERAL CONTRACTOR  
Sub-Type:  
Status: ACTIVE  
Company: Katie Test Electrical  
Phone:  
Cell:  
Pager:  
Fax:  
Owner Name:

In the Fees tab you can click the Paid Date hyperlink, or Pay All Fees.

*License* # 1234567

 Attachment  Add To Cart

AEC Info Lic Types Contacts Fees \$110.00

Description	Amount	Paid Date
CONTRACTOR REGISTRATION FEE	\$110.00	<a href="#">\$110.0...</a>
CONTRACTOR REGISTRATION FEE	\$1.00	1/17/2020

Charged: \$111.00 Balance Due: \$110.00 [Pay All Fees](#)

## STEP 5: SHOPPING CART

Confirm the amount you are about to pay, and then click on the **PROCEED TO CHECKOUT** button. Make sure the check box is marked in order to proceed to checkout.

### Shopping Cart

Please see below. Listed are the Permit(s) and or Project(s) you may pay online at this time. Please make your selection(s).



	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	AEC (1700043)	GENERAL CONTRACTOR	123 Main St	\$110.00
				<b>Total: \$110.00</b>

REMOVE SELECTED ITEMS

BACK TO DASHBOARD

VIEW PAID ITEMS

PROCEED TO CHECKOUT 

PLEASE BE ADVISED WE OFFER 2 ONLINE PAYMENT METHODS. AN ECHECK (ACH) PAYMENT BE MADE AT NO ADDITIONAL COST. A 2.85% CONVENIENCE FEE WILL BE CHARGED WHEN USING VISA, MASTERCARD, DISCOVER, AND AMERICAN EXPRESS CREDIT CARDS.



Enter your Credit Card or eCheck Information. Note - a 2.85% service fee will be added when making credit card payments. eChecks do not have a service fee.

## Secure Payment Form

### Billing Information

Name on Card\*

Permit Address\*

### Transaction Details

Amount\*

### Payment Information

Payment Type

Credit Card  Check

Card Number\*

Expiration\*

CVV



Subtotal: \$110

Service Fee: \$3.14 (2.85%)

Total: \$113.14

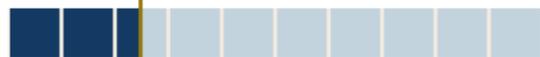
**Process Payment**

**Cancel**

### Required Field Meter™

Highlight fields

25%



Click Process Payment. A payment summary will print which you can choose to print for your records.